

**CVFRS, Inc.**  
**Corporate Board Meeting**  
**Tuesday, 10/20/15**

**Present:** Board Members: John Snow, Julian Kulski, Fritz Tegatz, Kip Mesirow, Chris Davis, and Charles Russell. Advisory Board Member Ellie Russell present. Jon Davis joined the meeting at 8:05PM.

**Call to Order:** The President, acting as Chair, called the meeting to order at 7:37PM. The Chair noted that a quorum of the directors was present.

***Motion to approve the September Board Meeting minutes made by Charles Russell, seconded by Kip Mesirow; all in favor, Chair abstains.***

**Executive Committee Action:** The chair noted that no actions had been taken by the Executive Committee since the September board meeting.

**Financial Report**

The Treasurer presented a new format for reporting called the "Management Report". This format is shorter and allows readers to quickly see the overall performance of the corporation and follow the more significant items more clearly. After discussion it was agreed that the new format would be used but that the more detailed budget versus actual by funding source document should also be distributed.

The Treasurer presented the YTD financial results noting that the corporation seems to be tracking its overall budget objectives despite individual line variances largely due to timing.

The Treasurer updated the board on the progress of the annual audit. The Treasurer also distributed proposed changes to the MOA regarding calculation of surplus and capping of the reserve. While the board generally agrees with these changes it was noted that changes to the MOA with the Town would require member approval.

The board agreed to warn a members meeting for 17<sup>th</sup> November 2015.

The Budget process for FY 16/17 was discussed. A first draft by department is expected by Nov 5, a consolidated version by Nov. 10 and a final proposal for membership review by Nov. 15.

**Agency Report: Fire Department**

Chief Davis gave a report on the Fire Department activities. He noted that calls and training are at normal levels for the past month.

Chief Davis updated the board on the status of the insurance claims on the department's tanker and a Thermal Imaging Camera both of which have concluded successfully.

### **Agency Report: Rescue Squad**

The Chair made a brief report on Rescue Squad activities. It was noted that additional per diem staff are required to ease some of the bottlenecks in scheduling.

The Chair reviewed a recent call which received a complaint. The complaint is under review. The review process was discussed with the board.

The Chair recommended that all Fire and Rescue members receive documented HIPAA training. The Chair also outlined a nascent proposal to conduct a CPR training program to include very significant community outreach. This proposal will be presented to the Membership for funding.

### **Human Resources Committee Report**

Jon Davis distributed for comment a draft Employee/Member opinion survey. The Chair suggests varying the form for paid versus volunteer staff.

Ellie Russell leads a discussion of EMS Payscale.

***Motion to increase per diem paramedic scale rates by \$1.00 per hour effective with the first pay period commencing on or after 10/26/2015. Motion made by Jon Davis, seconded by Julian Kulski. All in favor with the Chair abstaining.***

### **Other Business**

The Treasurer circulated a draft Purchasing Policy for consideration. One amendment was proposed to clarify the treatment of multi-year leases. It was noted that Procurement policies previously adopted for Federal grant applications would not be affected.

***Motion to adopt the Purchasing Policy as amended with effect as soon as practicable but not later than Nov. 1<sup>st</sup>, 2015 made by Charles Russell, seconded by Julian Kulski. All in favor with the Chair abstaining.***

The Chair updates the board on a change of Trustee of the Harriet U. Barrows Trust.

The Chair discussed the upcoming Quarterly Financial Report to the Town of Charlotte indicating the proposed contents of the report including some capital fund requests for PPE, IV Pump and Thermal Imaging Camera.

Chair noted that a membership approved vote to purchase Hydra Struts was pending confirmation by the board that sufficient funds are present in the Barrows account to fund the purchase.

***Motion to confirm availability of funds made by Charles Russell, seconded by Julian Kulski. Motion carries with five votes in favor, one against and the Chair abstaining.***

***Motion to approve the purchase of interior and exterior doorway mats for a total not to exceed \$1,000 made by Charles Russell, seconded by Fritz Tgatz. All in favor with the Chair abstaining.***

***Motion to approve a multi-year lease for a Ricoh MPC 2003 copier with an annual estimated lease payment of \$1,449.60 made by Charles Russell, seconded by Julian Kulski. All in favor with the Chair abstaining.***

***Motion to accept the financial statements as presented until audited made by Charles Russell, seconded by J. Kulski. All in favor with the Chair abstaining.***

***Motion to end the meeting by F. Tegatz, seconded by K. Mesirow; all in favor, Chair abstains.***

***Meeting ends at 22:55.***